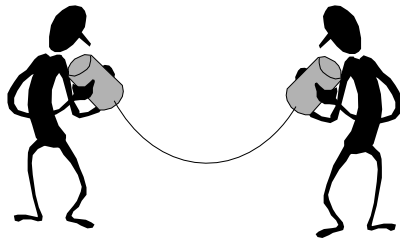


Communicating the Delegation

The following information needs to be communicated to the employee:



- ☛ Why the task or function is important
- ☛ How to do the task (Use the OJT Process when appropriate)
- ☛ Describe the parameters of the delegation (access to information needed, resources available to them, how to get additional assistance if needed, their ability to choose a methodology)
- ☛ When they need to check back with you and what information you require
- ☛ Describe what a “good job” looks like
- ☛ Explain the levels of authority, responsibility, and accountability they have on the task or project
- ☛ Tell others affected who is in charge, and the expectations of what will happen